



City of Appleton

Office of the Clerk/Treasurer
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March 17, 2021

Mayor & City Council

Re: Amendment to COVID-19 Preparedness Plan

As the COVID-19 restrictions are slowly lifted state-wide and vaccines become available to more of the population, the City staff recognizes the community's interest in having the Civic Center open daily from 8am-5pm. While the City Office primarily serves the residents of Appleton, there has been a trend to serving more people from other communities in the area. This is due largely to the fact that the motor vehicle offices in the region are sometimes difficult to obtain appointments at or are not open when services are needed.

Since July 25, 2020, per the Governor's Executive Order 20-81, people in Minnesota have been required to wear a face covering in all indoor businesses and public indoor spaces, unless alone. Research has shown that use of face coverings can greatly reduce the risk of infection when combined with other prevention efforts such as social distancing. Types of face coverings include paper or disposable mask, a cloth mask, a neck gaiter, a scarf, a bandanna, or a religious face covering.

To maintain compliance with the Governor's Executive Order 20-81, the City of Appleton recommends that patrons entering the building for any reason should wear any of the recommended face coverings from above until such time the order expires or is rescinded. Staff and building occupants will also continue to wear masks when interacting with customers or when social distancing requirements cannot be maintained. Building social distancing and sanitizing procedures implemented in the original COVID-19 Preparedness Plan will still be adhered to.

Respectfully,

Emma R. Haugen
Clerk/Treasurer